



# PROFESSIONAL DESIGN FIRM REGISTRATION APPLICATION INSTRUCTIONS

## Types of Business Organizations

- ◆ Corporation, Professional Service Corporation, General Partnership, Limited Liability Partnership, Limited Partnership
- ◆ Limited Liability Company, Professional Limited Liability Company
- ◆ Sole Proprietorship/D.B.A.

## Professional Services Offered by the Firm

- ◆ Architecture
- ◆ Land Surveying
- ◆ Professional Engineering
- ◆ Structural Engineering

## REGISTRATION REQUIREMENTS:

- Any business which includes the practice of architecture, land surveying, professional engineering, and/or structural engineering within its stated purpose, practices, or holds itself out as available to practice architecture, land surveying, professional engineering and/or structural engineering, shall register with the Department as a Professional Design Firm.
- The Design Firm Registration allows a design firm to offer any one or combination of the four design services under the umbrella of one registration. *The registration will expire on April 30 of each odd numbered year.*
- **The Design Firm will become INOPERABLE for ALL professions if the license of even one Managing Agent becomes inactive or not-renewed. While in INOPERABLE status, the Firm is not authorized to perform any services for ANY profession, doing so is a violation of each design profession Act.**
- Authority to transact business in Illinois **must** be obtained from the Illinois Secretary of State **prior** to registering with the Department. You may contact the Illinois Secretary of State/Corporate Division at 217-782-6961. **NOTE: The purpose clause must be specific to the profession(s) for which the design firm is seeking registration, (i.e. professional engineering). The purpose clause for a corporation is in the Articles of Incorporation or application for Authority to transact business.**
- **Sole Proprietorships** - Any sole proprietorship not owned and operated by an Illinois licensed design professional licensed under the Illinois Architecture Practice Act of 1989, the Illinois Professional Land Surveyor Act of 1989, the Professional Engineering Practice Act of 1989, and the Structural Engineering Practice Act of 1989 shall be prohibited from offering professional design services to the public. The sole proprietor may only offer services in the profession(s) in which the sole proprietor is licensed.
- All required supporting documentation and fee must be submitted with your completed application in order for your application to be processed.

## ARCHITECTURE

No business shall practice or hold itself out as available to practice **architecture** until it is registered with the Department.

Two-thirds of the board of directors, in the case of a corporation, 2/3 of the general partners, in the case of a partnership, limited liability partnership, limited partnership or 2/3 of the members, in the case of a limited liability company must be licensed in any state to practice architecture, professional engineering, structural engineering or land surveying.

At least one Illinois licensed architect shall be designated through a Resolution as the **managing agent** in responsible charge of the practice of architecture in Illinois. The managing agent must be a director, member, or partner, and a **full-time employee** of the business entity. The managing agent shall at all times maintain a valid, active license to practice architecture in Illinois. A Firm may have more than one managing agent for this profession if necessary.

The firm must provide the name of each director, member or partner of the firm who is a licensed design professional, as well as their license number and state of licensure. If the individual is licensed in more than one jurisdiction, only a copy of the active license of main practice is required.

### **ARCHITECT - (continued)**

The firm must provide a list of all Illinois office locations at which the firm provides architectural services. In addition, the firm must have a resident architect overseeing the architectural practices in each Illinois office location in which architectural services are provided. The firm must list all Assumed Names to be used in Illinois by the business.

The firm must notify the Department, in writing, of any changes in the information requested on the application. In the event the managing agent status changes, the professional design firm must notify the Department by mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent by submitting a Resolution of the board/members/partners and the seal and signature of the new managing agent.

### **LAND SURVEYING**

No business shall practice or hold itself out as available to practice **land surveying** until it is registered with the Department.

At least one Illinois licensed land surveyor shall be designated through a Resolution as the **managing agent** in responsible charge of the practice of the land surveying activities in Illinois. The managing agent must be a **full-time employee** of the business entity. The managing agent shall at all times maintain a valid, active license to practice land surveying in Illinois. A Firm may have more than one managing agent for this profession if necessary.

The firm must provide the name of each director, member or partner of the firm who is a licensed design professional, as well as their license number and state of licensure. If the individual is licensed in more than one jurisdiction, only a copy of the active license of main practice is required.

The firm must provide a list of all Illinois office locations at which the firm provides land surveying services. In addition, the firm must have an Illinois licensed **resident land surveyor** overseeing the land surveying activities in **each Illinois office location** in which land surveying services are provided.

The firm must list all Assumed Names to be used in Illinois by the business.

The firm must notify the Department, in writing, of any changes in the information requested on the application.

In the event the managing agent status changes, the professional design firm must notify the Department by mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent by submitting a Resolution of the board/members/partners and the seal and signature of the new managing agent.

### **PROFESSIONAL ENGINEERING**

No business shall practice or hold itself out as available to practice professional engineering until it is registered with the Department.

At least one Illinois licensed professional engineer shall be designated through a Resolution as the managing agent in responsible charge of the practice of the professional engineering activities in Illinois. The managing agent must be a full-time employee of the business entity. The managing agent shall at all times maintain a valid, active license to practice professional engineering in Illinois. A Firm may have more than one managing agent for this profession if necessary.

The firm must provide the name of each director, member or partner of the firm who is a licensed design professional, as well as their license number and state of licensure. If the individual is licensed in more than one jurisdiction, only a copy of the active license of main practice is required.

The firm must provide a list of all Illinois office locations.

The firm must notify the Department, in writing, of any changes in the information requested on the application.

In the event the managing agent status changes, the professional design firm must notify the Department by mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent by submitting a Resolution of the board/members/partners and the seal and signature of the new managing agent.

## STRUCTURAL ENGINEERING

No business shall practice or hold itself out as available to practice **structural engineering** until it is registered with the Department.

At least one Illinois licensed structural engineer shall be designated through a Resolution as the **managing agent** in responsible charge of the practice of the structural engineering activities in Illinois. The managing agent must be a **full-time employee** of the business entity. The managing agent shall at all times maintain a valid, active license to practice structural engineering in Illinois. A Firm may have more than one managing agent for this profession if necessary.

The firm must provide the name of each director, member or partner of the firm who is a licensed design professional, as well as their license number and state of licensure. If the individual is licensed in more than one jurisdiction, only a copy of the active license of main practice is required.

The firm must provide a list of all Illinois office locations.

The firm must list all Assumed Names to be used in Illinois by the business.

The firm must notify the Department, in writing, of any changes in the information requested on the application.

In the event the managing agent status changes, the professional design firm must notify the Department by mail within 10 business days and shall notify the Department within 30 days of the name and license number of the newly designated managing agent by submitting a Resolution of the board/members/partners and the seal and signature of the new managing agent.

## APPLICATION INSTRUCTIONS

**If your firm is currently registered as a Professional Design firm with the Department and you are making a change to your registration, DO NOT complete this application. Contact the Department for further instructions.**

*An Illinois Professional Service Corporation must satisfy the organization and name requirements set forth in the Professional Service Corporation Act.*

### GENERAL INSTRUCTIONS:

1. Use a typewriter or print legibly in black ink.
2. **Identify the type of business**, (e.g., corporation) by checking the appropriate box at the top of page 1 of the application.
3. **Identify the profession(s)** for which the design firm is seeking registration by checking the appropriate box(es) at the top of page 1 of the application. The design firm, if authorized by the Illinois Secretary of State's office, may offer any one or combination of the four design services. The specific purpose clause must be clearly stated for each profession.
4. Submit the application, appropriate supporting documents, and \$75 application fee to Illinois Department of Financial and Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791. **Fee is non-refundable.**
5. **A valid Business Email Address is required for renewal and department notice purposes.**

## SOLE PROPRIETORSHIP/ASSUMED NAME

Part I. Check the appropriate type of business in section A and complete Boxes 1-6 in section B. Name of Professional Design Firm is the Assumed Name filed with the County Clerk.

Part II. List your name, type of professional license, state of licensure (Illinois) and license number.

Part III. Licensee must sign, date and affix an Illinois reproducible seal to the application in Part III on Page 2.

### Supporting Documents:

1. Submit a letter from the County Clerk where Assumed Name has been filed.
2. Submit a copy of professional license indicating profession and license expiration date.

## BUSINESS FIRMS

Part I. Section A - Check the appropriate type of business.

Section B - Complete Boxes 1-6 in All questions/boxes must be answered. If not applicable, answer "N/A"

Section C - Identify **ALL** other locations in Illinois at which the professional design firm provides the specified service(s) (If not applicable, indicate "N/A" in the address field). If the firm offers architectural or land surveying services, identify the **resident architect or land surveyor** at each Illinois location. Identify all Assumed Names to be used in Illinois by the business (If not applicable, indicate "N/A").

Part II. List **ALL** directors, members or partners, type of professional license, state of licensure, and license number for each. List data on the application and attach additional sheet if needed.

Part III. Each designated managing agent (for each profession checked at the top of Page 1 of the application) must sign, date and affix his/her Illinois professional reproducible ink seal to the application in Part III on Page 2. *Copy Page 2 as needed.*

### **Supporting Documents (Corporation, Professional Service Corporation, PLLC, LLC, LLP, Limited Partnership):**

1. For each managing agent and each director, partner or member who holds a professional license, submit a photo copy of at least one active license held. The copy of the license must indicate profession and license expiration date.
2. Submit a complete FILED copy (including purpose clause) of the Articles of Incorporation, Articles of Organization/ Operating Agreement or Limited Partnership Agreement issued by the Illinois Secretary of State, including any amended articles. If a foreign (non-Illinois) corporation, LLC, LLP or Limited Partnership, submit a filed copy of the Certificate of Authority (including the purpose clause) issued by the Illinois Secretary of State. **The purpose clause must include the practice of the specified profession(s) for which the design firm is seeking registration.**
3. Submit a copy of the Certificate of Good Standing issued by the Illinois Secretary of State. (Not required if first registered within the last year with the Illinois Secretary of State.)
4. Submit a filed copy of the latest Annual Report with the Illinois Secretary of State identifying the current directors, members, and partners. In the case of a limited partnership, please submit a copy of the signed and dated partnership agreement filed with the Illinois Secretary of State. (Not required if first registered within the last year with the Illinois Secretary of State.)
5. Submit the signed and dated Resolution of the board of directors, members, or partners designating the Illinois licensed design professional(s) as the managing agent(s) who has/have the Illinois practice of that profession in his/her charge. The Resolution shall include the licensee's name and Illinois license number, that the licensee is a full-time employee of the firm, the licensee's relationship to the firm, e.g. director (if applicable), and that the licensee has been designated as the managing agent in charge of that professional practice in Illinois.
6. If applicable, submit a filed copy of the application with the Illinois Secretary of State to adopt an Assumed Name and the letter issued by the Illinois Secretary of State approving the Assumed Name.

### **Supporting Documents (General Partnership):**

1. Submit a photocopy of professional license for each general partner listed in Part II of the application and each managing agent.
2. Submit a copy of the signed and dated Partnership Agreement which includes the names of the partnership, business address, and names of **ALL** partners.
3. Submit the signed and dated Resolution of the Partners designating the Illinois licensed design professional(s) as the managing agent(s) who has/have the Illinois practice in that profession in his/her charge. The Resolution shall include the licensee's name and Illinois license number, that the licensee is a full-time employee of the firm, the licensee's relationship to the firm, e.g. partner (if applicable), and that the licensee has been designated as the managing agent in charge of that professional practice in Illinois.
4. Submit a copy of the documentation from the County Clerk where the partnership has been filed.

You must list a Purpose Clause for each profession your firm plans to offer.

**Sample Purpose Clauses:**

1. To practice Land Surveying; provided that the managing agent in charge of the land surveying activities in Illinois is a Licensed Land Surveyor, licensed pursuant to the Illinois Land Surveying Practice Act.
2. To practice Professional Engineering; provided that the managing agent in charge of the professional engineering activities in this State is a registered professional engineer, licensed pursuant to the Illinois Professional Engineering Practice Act.
3. To practice Structural Engineering; provided that the managing agent in charge of the structural engineering activities in this State is a registered structural engineer, licensed pursuant to the Illinois Structural Engineering Practice Act.
4. To practice Architecture; provided that 2/3rds of the (Board of Directors/Members/Partners) are licensed design professionals and the managing agent in charge of the architectural activities in this State is a (Director/Member/ Partner) and is a registered architect, licensed pursuant to the Illinois Architecture Practice Act.

A Resolution must be submitted for each Managing Agent that is appointed.

**Sample Board Resolution Reference:**

If the firm’s practice includes architecture, the design professional designated as the managing agent for architecture must be a member of the board of directors, full partner, or member of LLC or LLP.

The corporate resolution should include the managing agents Member/Director/Partner information as well. The corporate resolution must be an original. A written statement must be made for each managing agent/profession.

**RESOLUTION**

**The (Board of Directors/Members/Partners) of (Name of Firm), designates (Name of design professional) who is licensed in Illinois as a (Profession), (License number) (Member of the Board of Directors/Members/Partners – for architects ONLY), and a full time employee, as the managing agent in charge of all the (Profession) activities in Illinois.**

\_\_\_\_\_ (DATE)

\_\_\_\_\_ (DATE)

\_\_\_\_\_ (DATE)

**Mail your completed application, fee and support documents to:**

Illinois Department of Financial and Professional Regulation,  
Attn: Division of Professional Regulation, Design/PSS4  
P.O. Box 7007  
Springfield, Illinois 62791

**Questions:**

Phone (800) 560-6420  
Email: [FPR.PRFGROUP02@illinois.gov](mailto:FPR.PRFGROUP02@illinois.gov)



# PROFESSIONAL DESIGN FIRM REGISTRATION APPLICATION

**IMPORTANT NOTICE:** Completion of this form is necessary to accomplish the requirements outlined in 225 ILCS 305, 325, 330, and 340 (Illinois Compiled Statutes). Disclosure of this information is REQUIRED. Failure to provide this information could result in a penalty as outlined in said ACT. **Carefully follow all steps outlined in the application instructions. Type or print legibly.**

**PROFESSION CODE: 184**    **APPLICATION FEE: \$75**    **PROFESSIONS YOUR FIRM OFFERS:** (check all that apply)

Architecture     Land Surveying     Professional Engineering     Structural Engineering

## PART I - Firm Identification Information

A. CHECK THE CORRESPONDING BOX INDICATING THE APPROPRIATE **TYPE OF BUSINESS** YOUR FIRM HAS. (Check only one.)

Corporation                       Sole Proprietorship/D.B.A.                       Limited Liability Company (LLC)  
 General Partnership               Professional Service Corporation               Professional Limited Liability Company (PLLC)  
 Limited Partnership               Limited Liability Partnership (LLP)

## B. NAME OF BUSINESS AND PRINCIPAL ADDRESS

1. NAME OF NAME OF BUSINESS		2. FEIN NUMBER OR SSN OF OWNER IF SOLE PROPRIETOR		
3. PRINCIPAL OFFICE ADDRESS (STREET)		(CITY)	(STATE/PROVINCE)	(POSTAL CODE)
4. BUSINESS E-MAIL ADDRESS (REQUIRED)	5. BUSINESS TELEPHONE NUMBER xxx-xxx-xxxx		6. DATE OF FORMATION/INCORPORATION xx-xx-xxxx	

C. ADDRESS OF EACH OFFICE IN ILLINOIS AT WHICH PROFESSIONAL SERVICES ARE PROVIDED. (Attached additional sheets if needed.)

1. ADDRESS:		2. ADDRESS:	
Will this location offer or provide architectural services in Illinois? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide name and Illinois license number of the Resident Architect, a full time employee at this location: Name: _____ Lic. #: _____	Will this location offer or provide architectural services in Illinois? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide name and Illinois license number of the Resident Architect, a full time employee at this location: Name: _____ Lic. #: _____
Will this location offer or provide land surveying services in Illinois? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide name and Illinois license number of the Resident Land Surveyor, a full time employee at this location: Name: _____ Lic. #: _____	Will this location offer or provide land surveying services in Illinois? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, provide name and Illinois license number of the Resident Land Surveyor, a full time employee at this location: Name: _____ Lic. #: _____

3. ASSUMED NAME(S) OF BUSINESS - BEING USED IN ILLINOIS:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

DEPARTMENT USE ONLY



**Professional Design Firm Registration Application (Continued)**

**PART II - DIRECTOR / PARTNER / MEMBER INFORMATION**

For ALL Directors / Partners / Members, please list their names, address, and if applicable, professional licensure information. Attach a separate sheet if additional space is required.

NAME AND ADDRESS	TYPE OF LICENSE(S)	STATE(S) ISSUING LICENSURE	LICENSE NUMBER(S)

**PART III - MANAGING AGENT**

Each managing agent designated in an attached Board resolution or Articles or Organization or Operating Agreement, must complete a segment below. If a managing agent licensed in more than one profession is designated as having more than one profession in her/his charge, then the licensee should complete a section for each designated profession. (If more space is needed, you may photocopy this side for additional space; please reflect the firm name on additional sheets.)

A. I am designated as the managing agent in charge of the profession marked below:

Architecture       Land Surveying       Professional Engineering       Structural Engineering

1. NAME	2. ADDRESS	3. ILLINOIS LICENSE NUMBER

I hereby certify: that I completed and/or reviewed this application, and that the answers appearing herein are true and correct to the best of my knowledge and belief, and that I have accepted the designation as managing agent for the professions and licenses reflected, and that I am legally authorized to sign for this firm.

Illinois Seal Of  
Managing Agent

\_\_\_\_\_  
Signature of Managing Agent

\_\_\_\_\_  
Date

My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

A. I am designated as the managing agent in charge of the profession marked below:

Architecture       Land Surveying       Professional Engineering       Structural Engineering

1. NAME	2. ADDRESS	3. ILLINOIS LICENSE NUMBER

I hereby certify: that I completed and/or reviewed this application, and that the answers appearing herein are true and correct to the best of my knowledge and belief, and that I have accepted the designation as managing agent for the professions and licenses reflected, and that I am legally authorized to sign for this firm.

Illinois Seal Of  
Managing Agent

\_\_\_\_\_  
Signature of Managing Agent

\_\_\_\_\_  
Date

**Mail your completed application, fee and support documents to:**

Illinois Department of Financial and Professional Regulation,  
Attn: Division of Professional Regulation, Design/PSS4  
P.O. Box 7007  
Springfield, Illinois 62791

**Questions:**

Phone (800) 560-6420  
Email: [FPR.PRFGROUP02@illinois.gov](mailto:FPR.PRFGROUP02@illinois.gov)

Name of Firm:

FEIN or SS#:

Profession Name:

Professional Design Firm